.



## **Student Notes**

2025/12/05 08:14 i Student Notes

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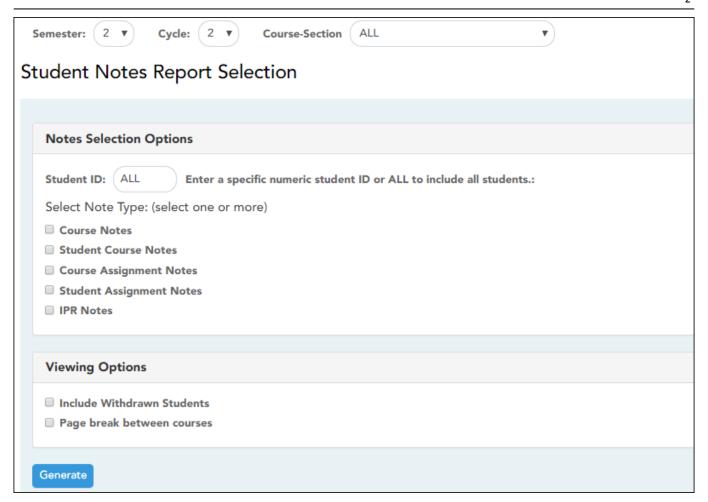
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# **Student Notes Report**

#### Reports > Student Notes

This report displays any of the following notes for one or all courses, and for one or all students.

- **Course Notes:** Notes entered in the **Course Notes** field on Settings > Manage Courses. These are comments and notes entered by teachers about their courses, such as reminders, announcements, and other course-specific information. These notes are displayed to parents in ParentPortal.
- **Student Course Notes:** Notes entered by clicking the note icon next to the student's name on **Grades** > **Assignment Grades**. These are course-specific notes entered by teachers about the student, and the notes are associated with specific categories. These notes are <u>note</u> displayed to parents in ParentPortal.
- Course Assignment Notes: Notes entered in the Notes field on Settings > Manage
   Assignments. These are notes entered by teachers about their assignments. The notes are
   displayed to parents in ParentPortal.
- **Student Assignment Notes:** Notes entered by clicking the note icon next to the student's assignment grade on **Grades** > **Assignment Grades**. These are assignment-specific notes entered by teachers about the student. The teacher has the option to display the note to parents in ParentPortal.
- **IPR Notes:** Notes entered in the **Note** field on Grades > IPR Comments. These are student-specific notes entered by the teacher about the student relative to the IPR. These notes are printed on the IPR that is distributed to parents.



### **Generate the report:**

☐ Specify report options:

| Semester              | The current semester is displayed. You can select a different semester.                 |  |
|-----------------------|---|--|
|                       | The selected semester affects the courses listed in the <b>Course-Section</b> drop-down |  |
|                       | list, but it does not affect the notes displayed; the notes are not semester-specific.  |  |
|                       | For example, for a two-semester course, the notes are displayed for the entire year.    |  |
| Cycle                 | The current cycle is displayed. You can select a different cycle.                       |  |
| <b>Course-Section</b> | Select the course-section for which to print the report. Or, select ALL to produce the  |  |
|                       | report for all of your course-sections. The drop down lists the two-digit period and    |  |
|                       | course name. The course number and section number are in parentheses.                   |  |

#### ☐ Under **Notes Selection Options**:

| Student ID | Begin typing the student's ID. As you begin typing the ID, a drop-down list displays |
|------------|--|
|            | students whose student ID matches the numbers you have typed. From the drop-down     |
|            | list, select a student.  |

| Туре | Select one or more note types to be printed. The descriptions for each note type are listed above.  If you select <b>Student Course Notes</b> , the following fields appear: |   |
|------|--|---|
|      | Note Category  | Select the category of notes you want to view. Or, select ALL to include all categories.                          |
|      |  | Select a user name to see only notes entered by that user. Or, select <i>ALL</i> to include notes from all users. |
|      | II .   | Indicate if you want these notes sorted by note category or user name on the report.                              |

### ☐ Under **Viewing Options**:

| Withdrawn students are not automatically included. Select the field to include withdrawn students in the report. |
|--|
| Select to print one course per page. Otherwise, the data will print continuously.                                |

### ☐ Click **Generate**.

- The report opens in a new window, and you can print the report from that window.
- The report selection page remains open on your desktop.